



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 1ST BATTALION, 13TH AVIATION REGIMENT  
1ST AVIATION BRIGADE  
FORT RUCKER, ALABAMA 36362-5115

ATZQ-BDE-E

14 September 2012

MEMORANDUM FOR All 1st Battalion, 13th Aviation Regiment Personnel

SUBJECT: Commander's Open Door Policy – Policy Number 7

1. My primary responsibility as your Battalion Commander is ensuring successful and safe accomplishment of the unit mission. The accomplishment of our mission is directly tied to the welfare and concerns of our Soldiers, civilians and their Families.
2. I am available to discuss with any member of this command any issue that requires my personal attention and that is not more appropriately addressed through an existing process, a subordinate command, or an installation staff agency.
3. You are free to contact me at any time through personal contact, telephone, or e-mail. No issue is too insignificant or complex and my assistance can help with a quick and satisfactory solution.
4. I am here to serve, 100% of the time.
5. This memorandum supersedes Policy Number 1 (Open Door), dated 15 August 2011.

STEVEN M. PIERCE  
LTC, AV  
Commanding